



City of Leominster, Massachusetts

FORM B

APPLICATION FOR APPROVAL OF PRELIMINARY PLAN

File one completed form and one copy with the Planning Board, one copy with the City Clerk and applicant to retain one copy. Ten copies of the plan must be submitted to the Planning Board.

_____,200__

The undersigned herewith submits the accompanying Preliminary Plan of property located in the City of Leominster for approval as a subdivision under the Massachusetts Subdivision Control Law.

Applicant Name: _____
Address: _____
Tele./Fax/Email: _____

Owner Name: _____
Address: _____
Tele./Fax/Email: _____

Option Holder Name: _____
Address: _____
Tele./Fax/Email: _____

Name of Engineer or Surveyor: _____
Address: _____
Tel./Fax/Email: _____

Deed of property recorded in _____ Registry

Book: _____ Page: _____ Assessor's Map: Parcel _____ Lot _____

Zoning District: _____ City Water? Yes / No City Sewer? Yes / No

General description of plan:

- Plan Title _____
- Location _____
- Total acreage of tract _____ Number of Lots Proposed _____

Property owner's certification: I/we hereby certify that the applicant(s) cited above have been authorized by me/us to file this application with the Planning Board on property that I/we own.

Signature of Owner(s) _____

Signature of Applicant _____

Date _____

Date _____

***FEE: \$150.00 plus \$10.00 per lot
Non-refundable***

☐ **Contact Sandie Chacon / Technical Review Board
978-534-7525 ext 260 or schacon@leominster-ma.gov**

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PRELIMINARY PLAN

- ☐ Original and 2 copies of the application form completely filled out. Must be time stamped in the Clerks office
- ☐ A cover letter that gives a detailed description of the project and what action the applicant expects
- ☐ Ten copies of an acceptable plan. If small size plans are available 3 copies to accompanying large set.
- ☐ Cash or check payable to the City of Leominster
\$150.00 for application and \$10.00 per lot
- ☐ Draft Preliminary Development Impact Statement

Now that you are ready to file with the Planning Board- you may be asked to attend the Mayor's Technical Review Board meeting.

The Board is made up of a representative from each City Department and serves two purposes. The first purpose is to remain on top of projects in the pipeline in the City and the other is to assist the applicant through the permitting/planning process.

The Technical Review Board meets monthly and during the work day. The meetings take place in the TA Conference Room top floor-room 10 in City Hall. Sandie Chacon of the Planning Department organizes these meetings. Please call/e-mail her to see if you should be placed on the agenda at 978-534-7525 ext. 260 or schacon@leominster-ma.gov.

If you have any questions regarding your application please call the Planning Department at 978-534-7525 ext. 255

Preliminary Plan

3.1.0 General

A Preliminary Plan of a subdivision may be submitted by the subdivider for discussion and approval by the Board. The submission of such a Preliminary Plan will enable the subdivider, the Board, other municipal agencies and owners of property abutting the subdivision to discuss and clarify the problems of such subdivision before a Definitive Plan is prepared. Therefore, it is strongly recommended that a Preliminary Plan be filed in every case.

Application shall consist of submission of the original copy of Form B, an application fee, together with the plan and three copies thereof, one copy of which shall be transmitted by the Planning Board to the Board of Health. Applications and plans shall be submitted to the Office of the Planning Board by delivery (receipt required) or by registered mail, followed by the filing of a copy of Form B indicating the date of said submission with the City Clerk either by deliver (receipt required) or registered mail. The date of submission shall be determined as described in Section 2.6.4.

3.1.1 Contents

3.1.1.0 The Preliminary Plan shall be drawn by a Massachusetts registered surveyor or engineer on paper 24 inches by 36 inches, in pencil, at a scale of not greater than one inch equals ten feet or less than one inch equals one hundred feet, and three prints shall be filed at the Office of the Planning Board. Said Preliminary Plan shall show all the information set forth in Paragraph 3.1.1.1 below, so as to form a clear basis for the preparation of the Definitive Plan.

3.1.1.1 "Preliminary Plan" shall mean a plan of a proposed subdivision or resubdivision of land showing:

- (1) The subdivision name, boundaries, north point, date, scale, legend and title "Preliminary Plan";
- (2) The names of the record owner and the applicant and the name of the designer or surveyor;
- (3) The names of all abutters, as determined from the most recent local tax list;
- (4) The existing and proposed lines of streets, ways, easements and any public areas within the subdivision in a general manner;
- (5) The proposed system of drainage, including adjacent existing natural waterways, in a general manner;
- (6) The proposed sanitary sewer system and water distribution system, in a general manner;
- (7) The approximate boundary lines of proposed lots, with approximate areas and dimensions;
- (8) The names, approximate location and widths of adjacent streets;
- (9) The topography of the land in a general manner at 10' contour intervals;
- (10) An index plan at a scale of one inch equals 200 feet (1" = 200') (when multiple sheets are used);
- (11) A locus plan at a scale of one inch equals 1000 feet (1" = 1000') on all preliminary plans;
- (12) Zoning districts of all areas shown on the plan;
- (13) Six (6) copies of a Development Impact Statement. The requirement for a Development Impact Statement may be waived by the Planning Board. The format for a Development Impact Statement may be found in Section 2.5 and Appendix A.

In the case of a Preliminary Plan of a subdivision covering less than all of the land owned by the subdivider in the are of the subdivision, the Board may request that the Preliminary Plan be accompanied by a plan showing in a general manner the overall proposed development of all the land owned by the subdivider in the area of the subdivision and indicating the section for which approval is desired.

3.1.2 Approval

The Planning Board may give such Preliminary Plan its approval, with or without modification. Such approval does not constitute approval of a subdivision but does facilitate the procedure in securing final approval of the Definitive Plan.

The Planning Board may also disapprove a plan. A disapproval shall be accompanied by a detailed statement of reasons for the action. Disapproval does not disqualify the plan, but does record the Planning Board's position that changes may be required for Definitive Plan approval.